

JOB PROFILE

JOB TITLE	Administrator: EFT & Petty Cash		
JOB GRADE	B4	Minimum	Maximum
		R131 519	R177 938
REPORTING TO	Manager: Finance		
MAIN PURPOSE OF THE JOB	Administer the transfer of funds and manage petty cash payments		
NO. OF INCUMBENTS	1		
LOCATION	National Office: Hatfield		
REQUIRED MINIMUM EDUCATION	❖ Grade 12		
REQUIRED EXPERIENCE	<ul style="list-style-type: none"> ❖ 2 year experience in a financial and treasury environment administering electronic payments and managing petty cash payments ❖ Knowledge of GRAP, PFMA, Treasury Regulations and related Legislation ❖ Expert knowledge of the Seda EFT and petty cash policies, procedures and systems 		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Registration of vendors ❖ EFT, cheque and overseas payments ❖ Administration of EFT password resets ❖ Manage document flow & filing system ❖ Issue petty cash 		
CRITICAL COMPETENCIES (Must be able to perform to be appointed in the position)	<p>Able to demonstrate that he/she is able to:</p> <p>1: Register vendors and pay vendors (national and internationally) using different payment systems while complying with regulations, policies and business procedures.</p> <p>2: Administer petty cash payments within policy, business procedures and regulations.</p>		
ATTRIBUTES	<ul style="list-style-type: none"> ❖ Accuracy ❖ Punctual ❖ Attention to detail ❖ Interpersonal skills 		

Closing Date: 20 February 2015

To apply, please send your application to recruitmentfin@seda.org.za

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.